



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-PL

15 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy # 24
Procedure Memorandum No-Notice AT/FP/CM Exercises

1. References.

- a. DoD 0-200.12H, Antiterrorism Handbook, 9 Feb 04.
- b. FM 3-0, Operations, Jun 01.
- c. USAREUR Regulation 525-13, Military Operations – Antiterrorism, 23 Feb 05.
- d. USAG Heidelberg OPORD 01-04, Force Protection, May 04.

2. Effective 1 December 2005, USAG-Heidelberg will initiate NO NOTICE exercises for specific program elements of AT/FP/CM. These exercises include the USAG Heidelberg staff activities. The responsibilities in each subordinate Garrison, or staff activity are to review assigned task(s), assess actions to be taken, obtain Commander's intent and guidance, and complete or solve task requirements.

- a. USAG Heidelberg DPTMS AT/FP/CM Managers will conduct this program.
- b. DPTMS will direct activities that require the exercise of a major task, subtask or supporting task associated with AT/FP/CM (enclosure 1).
- c. Exercise tasks will be completed within 12 hours of receipt of notification from DPTMS. Assigned tasks will come from the 4 major exercise components: Task # 1, C4 (Command, Control, Communications, Computers); Task # 2, FIRE; Task # 3, MEDICAL; Task # 4, SECURITY. Additional tasks will be developed from AAR/lessons learned, and the Task Checklists, Task, Conditions, and Standards (T&EO) used in annual/quarterly AT/FP/CM exercise activities.
- d. Exercises will be rated GO/NO GO. There is no pass/fail. The objective is to assess Garrison capabilities by feeding exercise requirements on a no-notice basis, reviewing actions taken and successes, and using observations as a training mechanism when warranted.

3. Procedures.

a. DPTMS DPTMS will rotate exercise requirements so that each Garrison completes or attempts to complete each task from the 4 major exercise components, or AAR/lessons learned, and the Task Checklists, Task, Conditions, and Standards (T&EO) used in annual/quarterly AT/FP/CM exercise activities (enclosure 2).

b. The DPTMS will first develop by-Garrison exercise tasks, and projected dates. This will result in planned activities that have as a basis the goal of ensuring that all tasks have been circulated within the command, with a pre-determined execution date.

c. Exercise notification will be via Email, sent 12 hours prior to implementation, listing task(s) to be conducted, and STARTEX date/time. The exercise will conclude 12 hours later whether it has been completed, or not (enclosure 3).

d. A DPTMS member will be on hand at STARTEX, observe and rate exercise activities, and outbrief the subordinate Garrison DPTMS.

e. A summary of the exercise will be furnished via Email within 24 hours of ENDEX, with distribution to affected subordinate Garrison DPTMS, and Deputy Commander, USAG Heidelberg. Executive summary (EXSUM) format will be used.

f. DPTMS USAG Heidelberg will maintain by-Garrison lists of NO NOTICE exercise dates, assigned task(s) and GO/NO GO status. The exercise summary (EXSUM) will be attached to the individual Garrison list for review.

g. DPTMS will code exercise tasking notifications with calendar year, task number for each specific Garrison, and Garrison name (example: 005-03 DARMSTADT is 3d no notice task for calendar year 2005 for Darmstadt).

h. Garrison Commanders will report GO/NO GO status of each task in their quarterly training brief (QTB) and if reporting NO GO, what training activities were implemented to achieve TRAINED (T) status, and when to be accomplished.

3. Point of contact for this policy - procedure is the USAG Heidelberg DPTMS, DSN 373-7432.

3 Encl
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DISTRIBUTION:
A

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

Consequence Management Exercise (CMEX) TASK COMPONENTS

1. Task components:

Task # 1, C4 (Command, Control, Communications, Computers)

Task # 2, FIRE

Task # 3, MEDICAL

Task # 4, SECURITY

Task # 1: C4.

Subtasks:

- 1. Recall and stand up Emergency Operations Center (EOC)**
- 2. Establish communications**

Supporting tasks to subtasks:

- a. Installations**
- b. On-site CP**
- c. USAG Heidelberg (formerly ASG)**
- d. SMC C2 section:**
 - (1) Cell telephone.**
 - (2) Secure cell telephone.**
 - (3) Land line telephones.**
 - (4) Motorola radios.**
 - (5) Email POC trees to installations.**
 - (6) Command channel injects via AFNE radio and television.**
 - (7) AKO instant messaging.**
 - (8) Radio communications with host nation (HNB) first responders.**
- 3. Receive information from staff agencies and on scene personnel.**
- 4. Analyze information and recommend courses of action (COA) to the commander.**
- 5. Conduct mass notifications.**
- 6. Coordinate with local host nation government.**
- 7. Maintain log(s).**
- 8. Prepare to receive USAREUR Emergency Response Team (ERT).**
- 9. Task tenant units for support.**
- 10. Adjust Force Protection Condition (FPCON).**
- 11. Track and report casualty information.**
- 12. Establish community support.**
 - (a) SFAC.**

- (b) PAO.
- (c) CNO.
- (d) MWR (shelters, counselors, SFAC, orphan care, child care, coordinate volunteers and donations, receive families from OCONUS).
- (e) Chaplains (counselors, spiritual).
- (f) DOL (transportation and class I/food).
- (g) DPW (utilities, environmental clean up and recovery).
- (h) AMSO (emergency contracting).
- (i) Government Relations Officer (GRA).

13. Reporting.

- (a) Commander's initial estimate at H+90 minutes.
- (b) CBR report, if necessary to be submitted.

14. Establish on-site command post (CP).

- (a) US Fire Department (FD).
- (b) Host Nation Fire Department (HN FD).
- (c) US Medical.
- (d) HN Medical.
- (e) Military Police (MP).
- (f) Polizei (German Police).
- (g) Garrison liaison officers (LNO).
- (h) PAO.

15. Actions at on-site CP:

- (a) Establish and identify on-site CP location (OSCP), tent or building.
- (b) Report.
- (c) Transition command and control (C2) as required.

Task # 2: FIRE.

Subtask:

1. Actions upon arrival.

Supporting tasks to subtask:

- a. Receiving briefing from gate guard before proceeding to site.
- b. Establish OSCP upwind of incident in an open area.
- c. Assume incident commander duties.
- d. Establish OSCP and report location.

2. Establish:

- a. Hot zone.
- b. Warm zone.
- c. Clean zone.
- d. Contamination control line between each zone.

3. Identify hazard.

4. Reduce hazard.

5. Eliminate hazard.

6. Decontaminate personnel and equipment.

7. Calculate downwind hazard area.

8. Make decisions to evacuate or make shelter on site.

9. Coordinate with MPs for scene security.

10. Conduct search and rescue.

11. Maintain on-site log(s).

12. Coordinate for 'Technisches Hilfe Werkes (THW) support'.

13. Once hazard is eliminated, transition C2 for crime scene investigation.

Task # 3: MEDICAL.

Subtasks:

- 1. Conduct alert and recall.**
- 2. Stand up response team.**
- 3. Deploy.**
- 4. If CBRNE incident, report to fire chief upon arrival.**
- 5. If CBRNE incident, dress out and deploy medical team(s) into hot zone.**
- 6. In hot zone, render medical assistance.**

Supporting tasks to subtasks:

- a. Establish casualty collection points.**
- b. Conduct triage.**
- c. Render priority aid as is possible.**

d. Evacuating casualties ASAP:

- (1) Call walking wounded and direct to casualty collection location(s) (CCL).**
- (2) Use wheeled vehicles or wheeled litters to transport casualties.**
- (3) Assist with reconnaissance and coordinating findings with FD.**

7. On clean side of CCL triage, treat and transport casualties:

- a. Establish triage sites by category.**
- b. Treat casualties by triage category.**
- c. Establish staging area for transport.**
- d. Collect casualty data.**
- e. Transport casualties.**

Task # 4: SECURITY.

Subtask:

1. ACP procedures.

Supporting tasks to subtask:

- a. Emergency vehicle access.
- b. Increased FPCON measures.

2. Actions on arrival:

- a Recognize CBRNE incident.
- b Call incident to MP Desk.
- c Call walking wounded to central collection point (CCP).
- d Establish and maintain inner cordon.
- e Establish and maintain security perimeter.
- f. Establish and maintain traffic control points (TCP).
- g. Conduct initial C2 handoff to DES or Fire Chief.

3. Desk Sergeant:

- a. Calls fire department alarm center.
- b. Establishes and maintains log(s).

TASK CHECKLISTS

TASK, CONDITIONS, AND STANDARDS

TASK #	TASK
1	VALIDATE FPCON CHARLIE AND DELTA PLANS
2a	EOC OPERATIONS COMMAND AND CONTROL
2b	EOC OPERATIONS AT TAILORED GARRISON
3	ON-SITE COMMAND & CONTROL
4	COMMUNICATIONS
5	FIRE DEPARTMENT/HAZMAT (US & Host Nation)
6	MILITARY POLICE (US & Host Nation)
7	HEALTH & MEDICAL SERVICES (US & Host Nation)
8	ACCESS CONTROL PROCEDURES
9	VEHICLE INSPECTION PROCEDURES
10	VALIDATE INSTALLATION BARRIER PLANS AND MEVAs
11	QRF
12	INSTALLATION BLDG EVACUATION
13	SOLDIERS AND FAMILY ASSISTANCE CENTER
14	PUBLIC AFFAIRS OFFICE
15	CASUALTY NOTIFICATION

TASK # 1: VALIDATE FPCON CHARLIE AND DELTA PLANS

TASK: Validate total BMM utilized during each FPCON

CONDITIONS: Installation Coordinators have identified BMM requirements when FPCON conditions are elevated to FPCON Charlie and Delta. During this exercise, O/C are to validate the number of guards at each FPCON using current photo maps, which depict total number of guards for FPCON Charlie and Delta.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Was the installation EOC responsive in the order to increase FPCON to Charlie and Delta?	GO	NO GO	N/A
+2. Utilizing Installation maps and numbers, physically verify total numbers of BMM at each FPCON.	GO	NO GO	N/A
+3. Were security personnel aware of the situation and briefed by the chain of command?	GO	NO GO	N/A
+4. Did security personnel have the proper equipment (Battle gear, weapon and ammunition)?	GO	NO GO	N/A
5. Were security personnel alert and located IAW the map provided?	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

NOTE: + indicates a critical task step

This summary reflects the training iterations required to achieve a "Go" in all areas.

Example: There are 20 sub-tasks. In the first iteration the unit receives "Go" in 13 of 20

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sub-tasks. In the second iteration, an improvement is noted with the unit achieving “Go” in 16 of 20 sub-tasks. This continues until the unit attains the standard of “Go” on all 20 sub-tasks.

TASK # 2a: EOC COMMAND & CONTROL (Decision-making)

TASK: Conduct Leadership Decision Making Concerning Tailored Garrison EOC operations

CONDITIONS: Given notice of a potential CM incident, the Tailored Garrison EOC OIC makes decisions concerning the following tasks in order to direct and coordinate the response to the CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM RESPONSE PLAN.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
1. Establish centralized command and control facility for EOC location.	GO	NO GO	N/A
+ 2. Ensure the following mandatory notifications have been made:			
• DES.	GO	NO GO	N/A
• Fire Department (if on-post).	GO	NO GO	N/A
• Medical.	GO	NO GO	N/A
• Host Nation.	GO	NO GO	N/A
• Tailored Garrison Command Group.	GO	NO GO	N/A
• Installation EOCs (if applicable).	GO	NO GO	N/A
• USAG-HD DPTMS or watch officer.	GO	NO GO	N/A
• 7 th Weather squadron (Contingency Operations Branch) at Sembach Air Base DSN 496-6153 for wind speed and direction information at site.	GO	NO GO	N/A
Recall the following:			
• MWR	GO	NO GO	N/A
• DPTMS staff	GO	NO GO	N/A
• DOL	GO	NO GO	N/A
• Chaplain	GO	NO GO	N/A
• SJA	GO	NO GO	N/A
• Public Affairs	GO	NO GO	N/A
• DPW	GO	NO GO	N/A
• AMSO	GO	NO GO	N/A

TASK # 2a: EOC COMMAND & CONTROL (Continued)

STANDARDS:

	GO	NO GO	N/A
+ 3. Ensure a combined on-site CP (between US/HN) is established.	GO	NO GO	N/A
4. ID on-site commander.	GO	NO GO	N/A
+5. Decide if some or all of the Battlestaff deploys to the scene.	GO	NO GO	N/A
6. If it is a CBRN incident, determine availability of pre-planned decon points on each installation.	GO	NO GO	N/A
+ 7. Determine local shelter (gyms, schools etc) locations for evacuees.	GO	NO GO	N/A
+ 8. Determine decision points for evacuating personnel to another location or community:	GO	NO GO	N/A
• DPTMS and US/HN Fire Department determine what levels of NBC contamination would require the evacuation of a housing area or community (per North American Emergency Response Guidebook).	GO	NO GO	N/A
• MWR and DPW report what number of quarters are available to shelter displaced persons.	GO	NO GO	N/A
+ 9. Implement measures to shelter-in-place to protect personnel/families without NBC gear in buildings and quarters	GO	NO GO	N/A
• Move indoors.			
• Turn off ventilation systems.			
• Shut windows.			
• Place towels/clothes in cracks under doors/windows.			
• Cover window/frames with Saran wrap/cellophane (if available, if not then N/A).			
• Locate to an interior room of the structure/quarters with the smallest window or no window (in quarters, a bathroom).			
• Use dust mask or towel over nose and mouth.			
+ 10. Activate and deploy the community Quick Reaction Force (QRF) (if available) to augment security at the scene.	GO	NO GO	N/A
11. Tailored Garrison EOCs will notify the USAG-HD and other applicable military channels of indications that a WMD incident has occurred. Send the following reports:	GO	NO GO	N/A

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TASK # 2a: EOC COMMAND & CONTROL (Continued)

STANDARDS:

	GO	NO GO	N/A
• Send initial OPREP-3 report to higher HQ.	GO	NO GO	N/A
• Send Commander's Estimate report to higher HQ within 90 minutes of On-site Commander's arrival on-scene.	GO	NO GO	N/A
• If applicable, NBC-1 report.	GO	NO GO	N/A
12. If applicable, send NBC-1 report to higher HQ within 90 minutes of on-site commander's arrival on-scene.	GO	NO GO	N/A
13. Issue mission orders and directives (e.g., logs, emails, etc.); provide continuous guidance throughout the incident.	GO	NO GO	N/A
+ 14. Issue order to establish media center within 3-hours of EOC stand-up.	GO	NO GO	N/A
15. Issue order to Stand-up a Soldier and Family Assistance Center (SFAC).	GO	NO GO	N/A
• Implement casualty assistance procedures.			

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

NOTE: + indicates a critical task step

This summary reflects the training iterations required to achieve a "Go" in all areas.

Example: There are 20 sub-tasks. In the first iteration the unit receives "Go" in 13 of 20 sub-tasks. In the second iteration, an improvement is noted with the unit achieving "Go" in 16 of 20 sub-tasks. This continues until the unit attains the standard of "Go" on all 20 sub-tasks.

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TASKS # 2b: EOC OPERATIONS AT TAILORED GARRISON

TASK: Conduct Tailored Garrison EOC operations

CONDITIONS: Upon activation of the Tailored Garrison EOC, the EOC conducts the following tasks in order to direct the response to a CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM Response Plan.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+ 1. Activate the EOC and recall the Battlestaff.	GO	NO GO	N/A
• (The First Knowledgeable Person (FKP) will notify the Tailored Garrison DPTMS or MP desk.			
+ 2. Establish and maintain communications with the incident on-site commander (see T&EO # 2A, Task # 4).	GO	NO GO	N/A
+3. Obtain initial spot report from DES or first responders & determine incident location.	GO	NO GO	N/A
+* 4. If incident is a CBRN incident, establish initial incident perimeter boundaries 0.5 kilometer radius from incident site and notify the MPs/QRF to secure perimeter and establish access/control points at this distance upwind from incident site (e.g., determine wind direction by observing blowing smoke, tree leaves, direction wind feels on face, etc.).	GO	NO GO	N/A
+ 5. If incident is a CBRN incident, get weather update every 30 minutes in order to adjust location of upwind ACP and contamination control line (CCL). If wind shifts more than 20 degrees in direction, advise on-site commander to move location of ACP and CCL in order to remain upwind of contamination).	GO	NO GO	N/A
+6. If incident is a CBRN incident, conduct initial downwind hazard predictions (e.g. IAW North American Emergency Response Guidebook) within 30 minutes of EOC stand-up.	GO	NO GO	N/A

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TASKS # 2b: EOC OPERATIONS AT TAILORED GARRISON (Continued)

<u>TRAINING STEPS AND STANDARDS:</u>	GO	NO GO	N/A
<ul style="list-style-type: none"> • Conduct additional down-wind hazard predictions within 15-minutes of receipt of the following information: <ul style="list-style-type: none"> ○ Change in wind direction of more than 20 degrees ○ Change in temperature of more than 10 degrees Fahrenheit ○ Determination of quantity of agent on-scene • Conduct follow-on downwind hazard predictions within 15 minutes of agent ID. 	GO	NO GO	N/A
	GO	NO GO	N/A
	GO	NO GO	N/A
+7. If incident is a CBRNE incident, determine initial clean routes to/from site in coordination with the on-site commander.	GO	NO GO	N/A
8. Conduct mass notification of the installation's/Tailored Garrison population, USAG-HD, and other adjacent units/organizations of downwind hazard areas and clean routes of potential hazards and sheltering instructions.	GO	NO GO	N/A
+9. After a shelter-in-place/evacuate decision has been made, ensure shelter-in-place/evacuate orders are given to:	GO	NO GO	N/A
<ul style="list-style-type: none"> • Tenant Units. 	GO	NO GO	N/A
<ul style="list-style-type: none"> • DES. 	GO	NO GO	N/A
<ul style="list-style-type: none"> • QRF. 	GO	NO GO	N/A
<ul style="list-style-type: none"> • Tailored Garrison Staff (DHR, MWR, DPTMS, S4). 	GO	NO GO	N/A
<ul style="list-style-type: none"> • AFNE. 	GO	NO GO	N/A
10. Maintain EOC incident information (e.g., logs, emails, tracking boards, etc.).	GO	NO GO	N/A
+11. The Tailored Garrison EOC collects, analyzes, processes, and develops courses of action for the Tailored Garrison Commander. They disseminate information about the CM incident to facilitate overall response (e.g., via email, telephone, verbal orders etc.).	GO	NO GO	N/A
12. Send situation reports to higher as required or needed.	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

NOTE: + indicates a critical task step

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TASK # 3: ON-SITE COMMAND POST

TASK: Establish and Conduct On-Site CP operations

CONDITIONS: Upon arrival on-site the PMO or Fire Chief will establish a combined US and HN on-site command post in order to direct the response to a CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM RESPONSE PLAN.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

<u>TRAINING STEPS AND STANDARDS:</u>	GO	NO GO	N/A
<u>The initial on-site commander (OSC) (usually an MP patrol) will:</u>			
1. Alert Military Police desk sergeant of CM incident.	GO	NO GO	N/A
a. Don PPE and move upwind of the hazard area. (If not, they become casualty).	GO	NO GO	N/A
b. Request additional security forces from QRF and tenant units.	GO	NO GO	N/A
c. Advise the Tailored Garrison EOC of need for additional NBC gear.	GO	NO GO	N/A
d. Note approximate number, location, and condition of casualties.	GO	NO GO	N/A
e. Request DES notify CID of incident and request assistance for possible crime scene investigation.	GO	NO GO	N/A
+2. Move upwind of site and establish initial perimeter (per T&EO 2b, sub-task # 4).	GO	NO GO	N/A
+3. Establish initial entry/exit points.	GO	NO GO	N/A
+4. Brief the follow-on OSC (Fire Crew Chief, PMO, Fire Department Chief) as they arrive.	GO	NO GO	N/A
5. The OSC conduct hand-off briefs to any US or HN representative who assumes duties as OSC (i.e., DES to Fire Chief).	GO	NO GO	N/A

TASK # 3: ON-SITE COMMAND POST (Continued)

<u>TRAINING STEPS AND STANDARDS:</u>	GO	NO GO	N/A
+6. The follow on OSC will assume OSC duties and direct the arrival of other first responders.	GO	NO GO	N/A
7+ The OSC will establish a safe distance location for the combined on-site CP and hotline up-wind of the site.	GO	NO GO	N/A
8. The OSC will establish combined US/HN on-site CP (OSCP) with the following positions that will remain at the OSCP throughout the incident: <ul style="list-style-type: none"> • US Fire • US MPs • US Medical (if available) • HN Fire • HN Polizei • HN Rettungsdienst • US EOC LNO • US PAO (if available) 	GO	NO GO	N/A
+9. The OSC will don an identifying vest (e.g. yellow vest with "On-Site Commander" or "Einsatzleitung" in black letters on it).	GO	NO GO	N/A
+10. The OSC will report the combined OSCP location and submit required reports to higher Tailored Garrison EOC.	GO	NO GO	N/A
11. The OSC will conduct and coordinate the following:	GO	NO GO	N/A
a. Incident "size-up" and assessment.	GO	NO GO	N/A
b. Scene control/establishment of inner/outer perimeters.	GO	NO GO	N/A
c. Weapon/CBRN Agent information gathering and identification as required.	GO	NO GO	N/A
d. Evacuate or stay-in-place decision-making (for workers/residents near incident site).	GO	NO GO	N/A
e. Pre-entry examination and determination/donning of appropriate protective clothing & equipment.	GO	NO GO	N/A
f. Establishment of a hasty & deliberate decontamination area.	GO	NO GO	N/A
g. Entry planning/preparation of equipment.	GO	NO GO	N/A

TASK # 3: ON-SITE COMMAND POST (Continued)

<u>TRAINING STEPS AND STANDARDS:</u>	GO	NO GO	N/A
h. Entry into a controlled area and rescue of victims (as required).	GO	NO GO	N/A
i. Containment of spill/release.	GO	NO GO	N/A
j. Neutralization of spill/release.	GO	NO GO	N/A
k. Decontamination of victims/rescuers	GO	NO GO	N/A
l. Triage of ill/injured	GO	NO GO	N/A
m. Basic Life Support Care.	GO	NO GO	N/A
n. Hospital/expert consultation (on-scene or telephonic).	GO	NO GO	N/A
o. Advanced Life Support care/specific antidotes (as applicable).	GO	NO GO	N/A
p. Transport and tracking of patients to appropriate hospital.	GO	NO GO	N/A
q. Post-Entry evaluation/examination of rescuers/equipment.	GO	NO GO	N/A
r. Complete stabilization of the release/collection of evidence.	GO	NO GO	N/A
s. Delegation of final clean up to responsible party (e.g. DPW, EPA, etc.).	GO	NO GO	N/A
t. Collection, care of, and reporting of deceased.	GO	NO GO	N/A

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TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

NOTE: + indicates a critical task step

This summary reflects the training iterations required to achieve a "Go" in all areas.

Example: There are 20 sub-tasks. In the first iteration the unit receives "Go" in 13 of 20 sub-tasks. In the second iteration, an improvement is noted with the unit achieving "Go" in 16 of 20 sub-tasks. This continues until the unit attains the standard of "Go" on all 20 sub-tasks.

TASK # 4: COMMUNICATIONS

TASK: Establish and Conduct Communications during a CM Incident

CONDITIONS: During an emergency crisis was communications effective during a CM Incident.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+1. Communications is established in a timely manner with the Tailored Garrison EOC and on-site commander (OSC)?	GO	NO GO	N/A
+2. Did DES use radio as primary means of communication?	GO	NO GO	N/A
3. Is DSN used as secondary means of communication?	GO	NO GO	N/A
4. Were cell/hand-held phones and email used as redundant means of communications?	GO	NO GO	N/A
5. Was a method developed to use runners/messengers?	GO	NO GO	N/A
+6. Were hand-held radios shared with HN at the Combined on-site CP?	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 5: FIRE DEPARTMENT/HAZMAT (US & Host Nation)

TASK: Conduct Fire/HAZMAT/CBRN Operations during a CM Incident

CONDITIONS: Upon arrival at a CM incident, the Fire Department conducts the following tasks in order to direct the response to a CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM Response Plan.

ITERATION 1 2 3 4 5 (CIRCLE)

TRAINING STATUS **GO** **NO-GO** (CIRCLE)

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+ 1. The US/Host Nation fire department will assess incident site to:	GO	NO GO	N/A
a. Determine wind direction prior to, approach to the immediate incident area.	GO	NO GO	N/A
b. Initiate personal protection measures.	GO	NO GO	N/A
c. Determine if site is potential CM scene.	GO	NO GO	N/A
d. Determine location/orientation of Contamination Coordination Line (CCL).	GO	NO GO	N/A
e. Identify agent; position detectors.	GO	NO GO	N/A
2. Suppress and contain fires associated with an incident.	GO	NO GO	N/A
3. Provide search and rescue (SAR) as required.	GO	NO GO	N/A
4. Request augmentation from the applicable functional areas.	GO	NO GO	N/A
5. Provide life-saving aid or emergency medical services.	GO	NO GO	N/A
+6. Establish incident site perimeter.	GO	NO GO	N/A
+7. Establish an on-site command post (OSCP).	GO	NO GO	N/A
a. Establish Combined US/HN OSCP.	GO	NO GO	N/A
• Issue hand-held radios to HN reps.	GO	NO GO	N/A
• Fire Chief dons On-site CDR ID vest.	GO	NO GO	N/A
b. Initiate communications with Tailored Garrison EOC.	GO	NO GO	N/A

TASK # 5: FIRE DEPARTMENT/HAZMAT (CONTINUED)

<u>TRAINING STEPS AND STANDARDS:</u>	GO	NO GO	N/A
c. Establish specific location for reaction force (RF) to operate.	GO	NO GO	N/A
8. Begin evacuation procedures of surrounding structures.	GO	NO GO	N/A
a. On-site commander/installation commander, in conjunction with the Installation EOC, directs the DES/Host Nation Security Force to begin evacuation from the immediate area.	GO	NO GO	N/A
+9. The on-site commander will establish exposure limits and stay times in zone: establish personnel accountability procedures:	GO	NO GO	N/A
a. Issue "stay times" for all responders.	GO	NO GO	N/A
d. Develop exposure limits for CBRN hazards.	GO	NO GO	N/A
e. Monitor stay times to ensure they are not exceeded.	GO	NO GO	N/A
f. Establish personnel rotations into and out of contaminated area (hot zone).	GO	NO GO	N/A
g. Establish a means to identify and track all victims.	GO	NO GO	N/A
+10. Conduct decontamination (decon) operations:	GO	NO GO	N/A
a. Setup hasty decon stations.	GO	NO GO	N/A
b. Oversee the decon process to ensure all personnel are checked for contamination prior to exiting the established Contamination Control Line (CCL - the point on the ground where the hot zone begins).	GO	NO GO	N/A
c. Determine the location of decon stations.	GO	NO GO	N/A
d. Ensure water supply.	GO	NO GO	N/A
e. Contain decon effluent ASAP.	GO	NO GO	N/A

TASK # 5: FIRE DEPARTMENT/HAZMAT (CONTINUED)

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+11. Initiate request to Tailored Garrison EOC for external augmentation if the incident exceeds Host Nation capabilities (e.g., detection units).	GO	NO GO	N/A
+12. Determine if incident site should be treated as a crime scene (coordinate with security for jurisdiction and handling of evidence).	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

NOTE: + indicates a critical task step

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TASK # 6: MILITARY POLICE (US & Host Nation)

TASK: Conduct Security operations during a CM incident.

CONDITIONS: During a CM incident security operations are conducted in order to ensure a proper response to a CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM RESPONSE PLAN.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. MP/Polizei establish perimeter security; establish security at entry/exit point of installation.	GO	NO GO	N/A
2. QRF establishes inner security cordon	GO	NO GO	N/A
3. If incident involves acts of terrorism, senior military member and/or DES will assume control of the crime scene until the proper authorities arrive on the scene.	GO	NO GO	N/A
4. Direct follow-on elements and augmentation forces to linkup with Combined on-site Command post.	GO	NO GO	N/A
5. Maintain chain of custody of evidence.	GO	NO GO	N/A
+6. MPs establish traffic control points, conduct crowd control, and assist in evacuations through route controls.	GO	NO GO	N/A
7. Ensure that classified material/sensitive items are protected.	GO	NO GO	N/A
+8. Establish entry control procedures to control access to the incident site.	GO	NO GO	N/A
+9. Be prepared to expand/shift the cordon area based on prevailing winds.	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 7: HEALTH & MEDICAL SERVICES (US and Host Nation)

TASK: Conduct Health and Medical Services during a CM Incident.

CONDITIONS: During a WMD incident health and medical service operations are conducted in order to ensure a proper response to a CM incident IAW USAREUR WMD RESPONSE PLAN and the USAG-HD CM RESPONSE PLAN.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Upon arrival, reports to and coordinates with the EOC/on-site commander (OSC) to determine scope of situation.	GO	NO GO	N/A
+2. Ensure medical safety of first responders.	GO	NO GO	N/A
+3. Perform emergency medical services as necessary.	GO	NO GO	N/A
4. Coordinate with the OSC to establishment/location of the on-site medical treatment facility/area.	GO	NO GO	N/A
+5. Perform on-site medical actions.	GO	NO GO	N/A
a. Conduct triage.	GO	NO GO	N/A
b. Render first aid.	GO	NO GO	N/A
c. Coordinate transport.	GO	NO GO	N/A
d. Once casualties reach the treatment areas.	GO	NO GO	N/A
(1) Classify as to the type and urgency of treatment required so appropriate priorities are established for treatment, evacuation and hospitalization.	GO	NO GO	N/A
(2) Establish proper tracking of casualties, and the collection and maintenance of medical records.	GO	NO GO	N/A
6. Assist in casualty decontamination near the incident site, prior to evacuation.	GO	NO GO	N/A

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TASK # 7: HEALTH & MEDICAL SERVICES (CONTINUED)**TRAINING STEPS AND STANDARDS:**

	GO	NO GO	N/A
7. Assist in handling of fatalities and graves registration as required.	GO	NO GO	N/A
+8. Call in other installation medical care providers in response, as required.	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK

ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 8: ACCESS CONTROL PROCEDURES

TASK: Proper identification of all personnel entering the installation.

CONDITIONS: Current policy for Installation access requires 100% positive identification by the contract guards and soldiers assigned this task. An approved access roster authenticated by the Tailored Garrison S2 must authorize personnel not in possession of a valid ID card or installation pass.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS			GO		NO-GO	(CIRCLE)

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Requires identification of all personnel entering the installation regardless of rank, uniform or mode of travel.	GO	NO GO	N/A
+2. Is the Guard aware of the five authorized access methods:			
a. Possess a valid DOD ID card?	GO	NO GO	N/A
b. Possess a Permanent or Temporary USAREUR Installation Pass?	GO	NO GO	N/A
c. Be listed on a current Access Roster?	GO	NO GO	N/A
d. Be an eligible visitor signed on and escorted by a person with sign-on privileges?	GO	NO GO	N/A
e. Emergency Vehicles (US or German) responding to a bonafide emergency with valid license plates present on the vehicle?	GO	NO GO	N/A
+3. Did the guard physically hold the personnel identification document (DOD ID Card, Installation Pass, Ausweiss, or Passport) in his hand to examine both front and back?	GO	NO GO	N/A
+4. Did the guard visually examine the inside of the vehicle while checking the personnel and vehicle identification?	GO	NO GO	N/A
+5. Did the guard check the vehicle registration with the license plates and decals to ensure they are correct?	GO	NO GO	N/A
6. Is the guard aware of proper procedures for confiscation of US ID cards and Installation Passes?	GO	NO GO	N/A

TASK # 8: ACCESS CONTROL PROCEDURES (CONTINUED)

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 9: VEHICLE SEARCH PROCEDURES

TASK: To properly search all vehicles entering installations

CONDITIONS: Given notice of a terrorist attack, 100% of all vehicles entering installations will be searched. Did the vehicle search teams comply with vehicle search standards?

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Is the Guard aware of the proper vehicle search procedures?	GO	NO GO	N/A
a. Did the guard search the exterior of the vehicle?	GO	NO GO	N/A
b. Did the guard inspect the trunk and cargo areas?	GO	NO GO	N/A
c. Did the guard inspect the passenger compartments?	GO	NO GO	N/A
d. Did the guard inspect the engine compartment?	GO	NO GO	N/A
e. Did the guard have ammunition in his weapon?	GO	NO GO	N/A
f. Is there a designated overwatch area?	GO	NO GO	N/A
+2. When the vehicle has stopped, did the guard inform the driver and all occupants to remain in the vehicle while IDs were checked?	GO	NO GO	N/A
+3. Did the guard then inform the driver and all occupants to exit the vehicle so the vehicle could be searched?	GO	NO GO	N/A
+4. Did the guard inspect around the vehicle using the inspection mirror and inspect the undercarriage of the vehicle?	GO	NO GO	N/A
+5. Did the guard direct the occupants of the vehicle to stand in the overwatch area?	GO	NO GO	N/A
+6. Did the driver remain with the guard to open any and all outside compartments and components?	GO	NO GO	N/A

TASK # 9: VEHICLE SEARCH PROCEDURES (Continued)

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 10: VALIDATE INSTALLATION BARRIER PLANS

TASK: Using Installation barrier plans and maps validate plans and procedures for implementation.

CONDITIONS: Installations are required to have barrier plans in sufficient detail for implementation.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Does the Installation have a barrier plan?	GO	NO GO	N/A
+2. Does the plan contain the following:	GO	NO GO	N/A
a. Location of barriers?	GO	NO GO	N/A
b. Number of barriers required at each FPCON?	GO	NO GO	N/A
c. Unit or team identified to move the barriers?	GO	NO GO	N/A
d. Map of barrier locations?	GO	NO GO	N/A
e. Equipment and location of equipment needed for barrier movement?	GO	NO GO	N/A
3. Has the installation identified all MEVAs?	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 11: QRF

TASK: Deploy the QRF during a CM Incident.

CONDITIONS: During a CM incident, the QRF is notified to deploy to the CM incident site.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+1. Deploy the QRF to the incident scene within 15 minutes of notification (out the door).	GO	NO GO	N/A
+2. Establish security perimeter inside the installation perimeter (as required) per the direction of the on-site commander.	GO	NO GO	N/A
+3. Establish and operate access control point to the security perimeter.	GO	NO GO	N/A
4. React to any threats IAW ROE.	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
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TASK # 12: INSTALLATION BUILDING EVACUATION PLAN

TASK: A building on an installation will be required to conduct an emergency based on an anonymous bomb threat.

CONDITIONS: The Installation EOC will receive an anonymous telephone call informing them that a bomb has been placed in one of the installation.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N/A
+1. Did the Installation EOC record information from an anonymous phone call on a bomb threat and initiate the following notifications:			
(1) The Installation Coordinator? (TIME:_____)	GO	NO GO	N/A
(2) Building Coordinator? (TIME:_____)	GO	NO GO	N/A
2. Did the EOC notify the unit QRF security personnel of the situation? (TIME:_____)	GO	NO GO	N/A
3. Did the QRF security force deploy? (TIME:_____)	GO	NO GO	N/A
+4. When did the building occupants start to depart the buildings? (TIME:_____)	GO	NO GO	N/A
+5. Did the occupants go to designated assembly areas?			
+6. Was security provided for the safety of the occupants?	GO	NO GO	N/A
+7. Did the building coordinator obtain full accountability of the building occupants?	GO	NO GO	N/A
+8. Was the evacuation conducted in an orderly manner?	GO	NO GO	N/A

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TASK # 12: INSTALLATION BUILDING EVACUATION PLAN Cont'd

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 13: SOLDIER & FAMILY ASSISTANCE CENTER (SFAC)

TASK: Activate the SFAC as directed by the Tailored Garrison Commander.

CONDITIONS: During a CM incident family members may become panicky and require information and assistance about the incident and the status of their spouse. The SFAC is staffed with trained personnel to provide support to all family members in a central location to ensure a proper response to emergency situations.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+1. The Tailored Garrison Commander orders the activation of the SFAC through the EOC.			
a. Tailored Garrison EOC sends the order to activate the SFAC.	TIME: _____		
b. ACS Director initiates the activation process.	TIME: _____		
c. How long did it take to establish full operations?	TIME: _____		
2. The following members are designated as primary staff for the SFAC when activated by the Commander.			
SECTION	ARRIVAL TIME		
a. ACS (AER)	_____		
b. AMERICAN RED CROSS	_____		
c. TRI-CARE (PATIENT LIAISON) & SWS	_____		
d. CHAPLAIN	_____		
e. COMMUNITY COUNSELING	_____		
f. DENTAL ACTIVITY	_____		
g. DPW	_____		
h. DOL	_____		
i. FINANCE	_____		

TASK # 13: FAMILY ASSISTANCE CENTER (CONTINUED)

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
j. IMO (CSC)	_____		
k. DES	_____		
l. PAO	_____		
m. LEGAL SERVICES	_____		
n. SOCIAL WORK SERVICES	_____		
+3. Is the SFAC fully operational with communications and sufficient personnel to provide services to meet the needs of the community during this exercise?	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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TASK # 14: PUBLIC AFFAIRS

TASK: Conduct Public Affairs activities in response to a CM Incident.

CONDITIONS: In the event of CM incident, the military and civilian community will require information, and it is imperative that all information be from a single point to eliminate rumors and provide factual information when available. Public affairs operations are critical to the command for controlling information.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N / A
1. Coordinate with USAG-HD for additional support.	GO	NO GO	N/A
2. Arrange for mock media interviews of key leaders.	GO	NO GO	N/A
3. Provide information of this (Event) exercise to the public, local, and military networks (Radio and TV) and insert into the Community CCTV system.	GO	NO GO	N/A
4. Provide translation service for on-site commander.	GO	NO GO	N/A
+5. During the exercise coordinate with EOC for timing and location of the establishment of the Public Affairs/Media Center location within 3 hours.	GO	NO GO	N/A
+6. Make initial news release during exercise within 90 minutes of incident start.	GO	NO GO	N/A
• The PAO will, upon approval of the Tailored Garrison commander or designated representative, release the initial generic news release.	GO	NO GO	N/A
• The PAO will notify the following offices and POCs prior to any press releases safety permitting:			
○ EOC.	GO	NO GO	N/A
○ Force Protection Officer.	GO	NO GO	N/A
○ USAG-HD PAO, if possible.	GO	NO GO	N/A
○ HN authorities.	GO	NO GO	N/A
+7. Review public affairs exercise statements to ensure compliance with security & policy; coordinate all releases with the Tailored Garrison Commander.	GO	NO GO	N/A

TASK # 14: PUBLIC AFFAIRS (Continued)

TRAINING STEPS AND STANDARDS:

	GO	NO GO	N/A
+8. Coordinate media access to the incident site; conduct liaison with media representatives; handle media requests for photos, interviews, and other data.	GO	NO GO	N/A

TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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**Enclosure 2 for USAG Heidelberg Command Policy # 24 Procedure Memorandum No-
Notice AT/FP/CM Exercises**

TASK # 15: CASUALTY NOTIFICATION (Garrison S1 & Casualty Notification Officer)

TASK: Notify Next of Kin of Casualty during a CM Incident.

CONDITIONS: During a CM incident next of kin are notified IAW AR 600-8-1.

ITERATION	1	2	3	4	5	(CIRCLE)
TRAINING STATUS	GO		NO-GO		(CIRCLE)	

TRAINING STEPS AND STANDARDS:	GO	NO GO	N /A
+1. Tailored garrison representative records date and time of receipt of casualty confirmation from the casualty area command.	GO	NO GO	N/A
+2. Tailored garrison DHR identifies and appoints a qualified casualty notification officer in the proper grade.	GO	NO GO	N/A
+3. Casualty notification officer reports in proper uniform.	GO	NO GO	N/A
+4. Tailored garrison DHR briefs casualty notification officer on facts of the casualty.	GO	NO GO	N/A
+5. Casualty notification officer demonstrates clear understanding of the facts of the casualty.	GO	NO GO	N/A
+6. Tailored garrison DHR provides detailed refresher briefing to the casualty notification officer on proper procedures for notification.	GO	NO GO	N/A
+7. Casualty notification officer makes notification within 4 hours after tailored garrison receives casualty confirmation from the casualty area command, considering the notification time frame (0600 – 2200 hours).	GO	NO GO	N/A
+8. Casualty notification officer follows proper procedures during notification.	GO	NO GO	N/A

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TASK PERFORMANCE SUMMARY BLOCK					
ITERATION	1	2	3	4	5
TOTAL					
TOTAL TASK STEPS & STANDARDS EVALUATED					
TOTAL TASK STEPS & STANDARDS RATED "GO"					

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AT/FP/CM NO NOTICE EMAIL WORK SHEET (via Email) # _____

1. Reference IMEU-HEI-PL USAG-Heidelberg Command Policy – Procedure Memorandum XX-XX, No Notice AT/FP/CM Exercises.
2. NO NOTICE Tasking 05-01 DARMSTADT AT/FP/CM exercise is directed to begin not later than 260700LOCT05. Complete the following task(s):
3. POC this HQ is USAG Heidelberg DPTMS, Plans-Operations (CM), DSN 373-7432.

Enclosure 3 for USAG Heidelberg Command Policy # 24 Procedure Memorandum No-Notice AT/FP/CM Exercises